

Children's Bureau Legislative History Database

User Guide

1. Introduction

Welcome to the Legislative History Database! This database contains 31 laws related to the child welfare programs administered by the Children's Bureau. This user guide provides instructions for use and tips on searching for specific records.

1.1 Getting Started

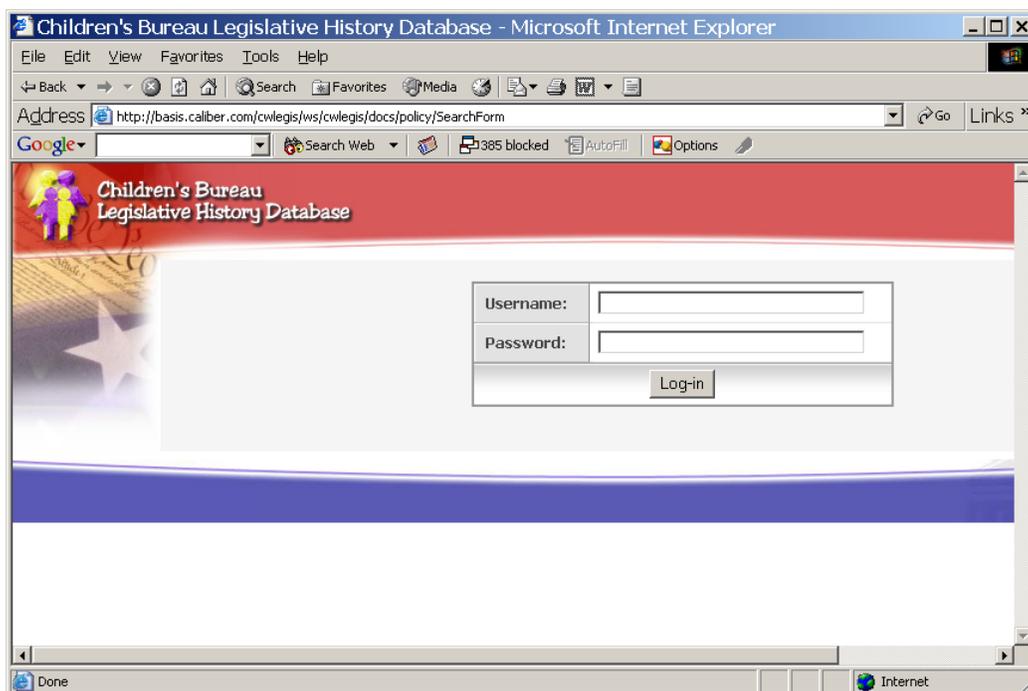
This is a web-enabled database and works as long as there is a functioning Internet connection. It works best with a faster connection (e.g., Cable, DSL, other broadband) as many of the documents to download are large. This database also works with either the Internet Explorer or Netscape browser. Finally, the database requires the use of Adobe Acrobat Reader. If you do not have the software, please go to the following link to download the latest version. <http://www.adobe.com/products/acrobat/readstep2.html>.

- **Step 1:** Open your web browser and either type in or cut and paste the following address (URL) into the "address" bar.

URL: <http://basis.caliber.com/cwlegis/ws/cwlegis/docs/policy/SearchForm>

You will see the following webpage open:

Figure 1: Login Screen



TIP: The first time you do this; make sure to save this webpage as one of your “favorites” in your web browser so that you do not have to remember the complicated web address each time. To save as a “favorite” using Internet Explorer, click on “**Favorites**” in the top left hand corner of the screen and click on “**Add to Favorites**”. Rename the link something you will remember (e.g., Legislative History Database). Then each time you want to open this site, you can just go to your web browser, click on “**Favorites,**” and select the link from the drop down menu. If you use Netscape, the instructions are the same except you are adding this to your “**Bookmarks**” instead of “Favorites”

- **Step 2:** Type in the following username and password where indicated. Please note that these are *case sensitive*. These user names/passwords are NOT unique to each individual. All CB staff will use the same combination.

User Name: poldiv
Password: poldiv

- **Step 3:** Click “Login”. You will see the following web page:

Figure 2: Search Page

The screenshot shows a web browser window titled "Welcome To The Children's Bureau Legislative History Database - Microsoft Internet Explorer". The address bar shows the URL: <http://basis1.calb.com:8080/Webtop/ws/cwlegis/docs/policy/SearchForm>. The page content includes a header with the logo and navigation links (Home, Logout, Help). Below the header is a search form titled "Search the Database" with the following fields and options:

- Keyword Search:
- Public Law #:
- Law Name:
- Type of Document: (Check as many as needed)
 - Bill
 - Committee Report
 - Extended Remarks
 - Floor Statements
 - Hearing
 - Law
 - Testimony
- Publication Year:
- Results Per Page:

Buttons for "Submit Search" and "Reset" are located at the bottom right of the search form.

You are now ready to begin using the database and to search for records relating to specific laws.

2.0 Searching the Database

This section provides different approaches to searching the database. The database is designed to allow the greatest flexibility in searching. There are five searchable parameters). You may use only **one** parameter for your search (for the greatest number of results) **OR** combine **several** parameters to narrow your search. Following are the five different search parameters:

- 1) **Keyword Search:** This is the most open of all the search parameters. Simply type in a keyword or a series of words to begin your search. The database will search the public law name, name of the document, AND the actual text of the record (e.g., the law itself, the remarks) to return results. This is the MOST powerful search by scanning all the records in the database. Use this in conjunction with any of the other parameters below to narrow your search.

TIP: This database supports Boolean searching. Use “,” to indicate “OR” and use “&” to indicate “AND”. For instance, if searching for adoption subsidies AND tax benefits in the same document, enter the following into the keyword search “adoption subsidies&tax benefits”.

- 2) **Public Law #:** Each document in this database is related to a public law. Whether a bill, a committee report, or an extended remark, each document is eventually related to a public law. Use this field when you know the exact Public Law Number for which you are searching. There are 31 laws in the database. To narrow your search, select one or several “document types” (described below) to find a specific type of document related to that law. **Note:** You can only search one public law at a time using this search parameter.
- 3) **Public Law Name:** If law name is known, but not the public law number, use this field to select from one of the 31 laws in the database. **Note:** You can only search one public law at a time with this parameter.
- 4) **Document Types:** Each document is categorized by type. There are six document types in this database. You may search for multiple types during the same search by clicking on as many boxes as are applicable:

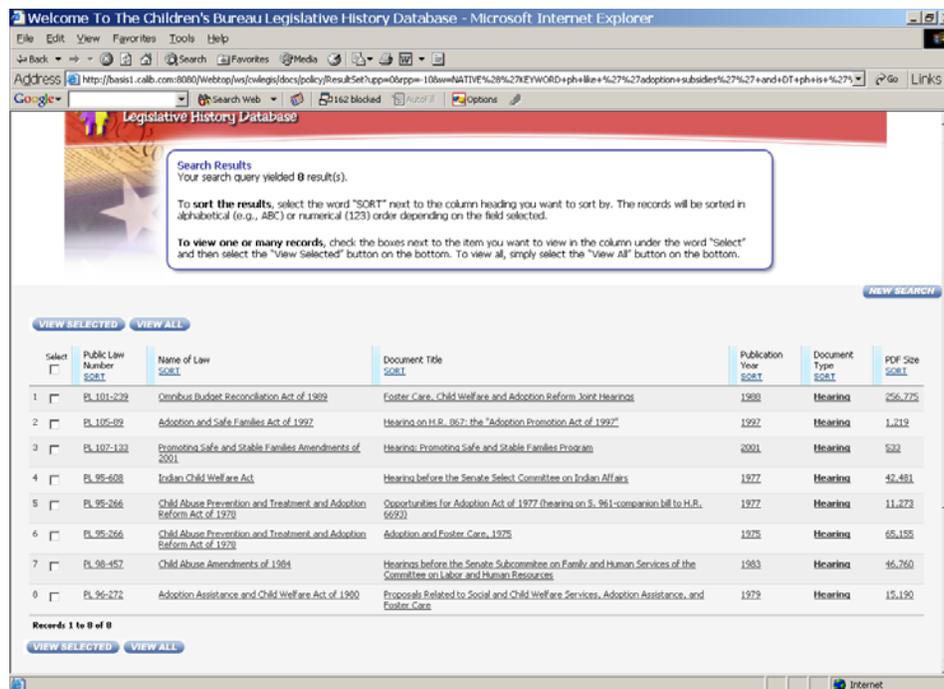
- Bill
- Committee Report
- Extended Remarks
- Floor Statements
- Hearing
- Law
- Testimony

- 5) **Publication Year:** Use this field to narrow your search to a specific publication year. **Note:** You can only search one year at a time with this parameter.
- 6) **Results per Page:** Use this if you want to limit the number of items that appear on each web page. If you leave this blank, all results (up to 500) will show up in one long page.

2.1 Conducting a Search

- **Step 1:** To conduct a search, consider the information you have and what types of documents you need to find. You can use just one parameter for a wider search **OR** use several parameters to narrow the search. Below are instructions for each of the fields:
 - Enter a keyword in the Keyword field by typing the word or series of word in the box (see TIP above).
 - To select a public law # or name, or t publication year, simply click on the arrow in the box immediately to the right of the name of the field (this is called a drop down menu, and click on the appropriate name, number, or year.
 - When selecting the document type, you may click on as many of the boxes as necessary for your search.

Figure 3: Search Results Page



- **Step 2:** Once you have developed your search criteria, click on the "Submit Search" button at the bottom of the box. A search results page similar to Figure

3 will appear. If you want to change the search criteria selected, you may click on "Reset" and clear the current selections.

2.2 Refining a Search

There are two ways to refine a search from this page.

1. Click on "**New Search**" in the upper left hand corner to return to the search screen and to retry the search with different criteria.
2. Click on any of the "**Sort**" buttons in the column headers to reorganize your results based on that column heading. For instance, if you want to see the results ordered by year, select "**Sort**" in the column just under "**Publication Year**".

3.0 Viewing Records

The database allows you to view a summary page of the document with specific data about the document and to download the original document for viewing and searching.

3.1 View Document Summary Page

- **Step 1:** To view an individual record, select the PL # of the record you wish to view from the Search Results page. You will be taken to a page with the record for that one document. See Figure 4 for an example:

Figure 4: Document Summary Page

The screenshot shows a web browser window titled "Welcome To The Children's Bureau Legislative History Database - Microsoft Internet Explorer". The address bar shows a URL from "http://basis1.calb.com:8080/Website/vw/ollegisl/docs/policy/record?pp=10&app=0&id=857492&ACDCH9E8584838FC868CF432&new=3&w=NATIVE%28%27KEYWORD+ph+file+%27%27ad". The page features a red header with the site name and navigation links (Home, Logout, Help). A message box states: "You requested 8 document(s) for viewing. Use the buttons below right to scroll between records. See below for a test rendition of the document (this version allows you to jump to each of the key words) or download the PDF version of the document by selecting the 'View Printable Version' link." Below this is a "NEW SEARCH" button and "Record 3 of 8" with "Return to list", "Previous record", and "Next record" links. The "Document Summary" section lists: "Public Law #: RL 107-133", "Name of Law: Promoting Safe and Stable Families Amendments of 2001", and a link for "View Printable Version (PDF - 533 KB)". The "Document Text" section includes a note about navigation icons and the text "PROMOTING SAFE AND STABLE FAMILIES PROGRAM" and "HEARING". Two callout boxes are present: one pointing to the "View Printable Version" link with the text "Download Printable Version", and another pointing to the "Document Text" section with the text "View and search text on website".

NOTE: If you select a large document (e.g., either a bill or a law) there may be a delay downloading the entire text depending on the speed of your connection.

3.2 View Text of Document

There are two options for viewing the actual text of the document:

- 1) **Download printable version:** Click on the phrase “**View Printable Version**” and a printable version (PDF) of the file will open. This option allows you to see the text as it was originally formatted. You may also print this version from your browser.

TIP: To search a PDF file using Adobe Acrobat 6.0, click on the Search icon (a pair of binoculars). A box will appear on the right. Enter a search term in that box and click “Ok”. A series of links will appear showing where all the words are located. Click on the links one at a time and view the highlighted word in the text on the left. If the document is NOT an Adobe 6.0 PDF file, go to “edit” in the menu bar and click on “find” and type the search term in the box provided.

- 2) **View and search text on website:** The entire text of the document is located beneath the words “**Document Text**”. If you used a keyword term in the original search, the keywords used will show up in **bold** with arrows next to it (e.g., **◀ adoption ▶**). To move to the next instance of the word, simply click the forward arrow. Clicking on the backward arrow will take you to a previous word.

TIP: Since the document text is not formatted here, its presentation on this page will vary from document to document based on (a) if it was an old document scanned into a PDF file or (b) how it was formatted originally (e.g., three column documents in the PDF version appear in a single column in the text version). To view a version in its original formatting, please select “download printable version.”

4.0 Logging out

Click on the “**Logout**” button in the upper right hand corner of the web page to exit the system after each session. Logging out properly is important as it frees up the system for another user.

5.0 Questions? Problems? Contact:

- Sue Cohen (scohen@caliber.com) for any content-related questions regarding laws or records in the database. Lori Hunter (lhunter@caliber.com) or (703) 279-6222 for any technical or IT related problems.
- Alicia Groh (agroh@acf.hhs.gov) is the CB onsite coordinator for this database.